

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																							
Explanation (Show any positions replaced)										<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
Standard MWR NAF PD										10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																													
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										14. Agency Use																													
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Materials Handler										NA										6907										05										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Materials Handling TS-58 Sept 90																																																	
S. J. NEW																																																																					
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Materials Handler **POSITION NUMBER** 01-030A

**JOB SERIES:** 6907 **PAY LEVEL:** NA-5

**Summary of Duties:** Performs a wide range of warehousing activities, including receiving, storing, and shipping a variety of supplies, materials, equipment and resale merchandise. Receives, unloads and processes incoming shipments/trucks. Reports over, short, or damaged conditions. Completes and signs shipping and receiving reports. Routes material and equipment to correct locations or storage areas. Stacks, bins, rotates and marks/prices stock in accordance with standard warehouse procedures. Locates, accesses, loads, and moves material for shipment and verifies or prepares documents either manually or by using automated equipment such as computer terminals and bar code wands to read, store, track and prepare materials documentation. May operate warehouse tractors, fork lifts, tugs and trucks, and other general purpose vehicles and perform routine operator maintenance. Counts types and quantities of items during inventories. Recounts or searches other storage locations to assist in determining the basis for over, short, or misplaced items.

Performs other related duties as required.

**Skills and Knowledge:** Knowledge of overall warehousing plan and accepted warehousing methods, procedures, and techniques of material handling. Ability to operate mechanized equipment including utility vehicles, fork lifts, mobile stock selectors, and automated equipment such as, optical readers, scanners and computer keyboards. Ability to process and independently complete shipping and receiving documents to insure correctness of quantities, identification criteria, and labeling. Skill in stacking, moving, and arranging items on pallets using pallet measuring gauges and automated devices to insure proper height, weight, and other load and storage requirements are met.

Driver's license is required.

**Responsibility:** Receives general instructions from supervisor. Assignments are completed within the general warehousing plan and without instructions on the methods, procedures, or techniques to use. Observes all required safety procedures. Work is reviewed for compliance with general guidelines and results achieved.

**Physical Effort:** Works on hard surfaces and in work areas that require standing, stooping, bending and working in tiring and uncomfortable positions. Frequently lifts and carries weights up to 40 pounds. May handle heavier items with weight handling equipment or with assistance from other workers.

**Working Conditions:** Work is performed inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Exposed to possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock. Work may require protective clothing.